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Approved For Release 2005/08/24 : CIA-RDP62-00939A000100060012-2

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CR
Annex
Bachman BP
Gray - file

MINUTES

DIVISION TRAINING OFFICERS MEETING
18 March 1955

ATTENDANCE:

[Empty box for attendance list]

UNFINISHED BUSINESS

1. Requirements. It was requested that those Divisions who have not yet submitted their Area and Language Requirements and requirements for CMT and CO do so as soon as possible. The name of the three-hour program to be offered by the Orientation and Briefing Division/OTR will be changed to a more definitive title than Induction course. Such course will probably be held every second Monday morning.
2. Procedures for Projecting Training Requirements. Suggestions for revision of the form used this year for projecting area and language requirements will be welcomed by OTR.
3. Report to DDCI. A report stating that DD/P had achieved a 4.64 per cent quota for training for the quarter ending 28 Feb 55 has been sent to the DDCI.

NEW BUSINESS

1. WE Division Training Planning Book. The WE Division Training Officer explained the workings of the planning book which graphically portrays the WE training picture including training completed, scheduled, and required.

[Empty box for new business details]

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3. Training Procedures. It was agreed that Language Training Requests for regularly organized classes would be completely filled out. Attention was directed to the fact that External Training Requests must be classified and further that the security statement should be entered on each request. This statement should read, "There will (or will not) be peculiar cover considerations." Staff training accomplished by subject should also be shown on all External Training Requests.
 4. VIP Tour [] The next VIP tour will be in mid-April.
 5. Training Coordination. Training Officers were reminded that any matters having to do with training should be properly coordinated with the Staffs, or OTR, etc.
 6. Registration and Enrollments
 - a. The deadline for the [] course will be 6 weeks prior to the course beginning. 25X1
 - b. The deadline for the next [] course is 1 April. 25X1
 - c. Divisions were urged to find registrants for the next Admin Refresher to be run 18-22 April.
 - d. The deadline for the first [] course is 28 March. Enrollment is low. 25X1
 - e. That part of the BOC in which organization and functions of the Agency is taught will now be shortened to 8 days in order to allow more time for the Communism element.
 - f. Enrollment is low for the 4 April CS Review.
 - g. There will be two persons from another govt. agency attending the next running of the CWC.
 - h. Training Officers should carefully screen applications for the 31 May running of CMT as the DD/P quota will be cut.

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